

DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY

“DPH Employees are strongly encouraged to apply”

Fiscal/Administrative Assistant

ADMINISTRATION – Contracts & Grants Management

POSTING DATE: May 15, 2015

CLOSING DATE: May 29, 2015*

PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

OPEN TO: DPH Employees who are on a current certification list

POSITION CONTROL NUMBER: 012343EH **NOTE:** THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

LOCATION: 410 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1st Shift/40 hours per week

SALARY GROUP/RANGE: AR 19/\$54,171- \$68,931

NOTE: Candidates must have applied for and passed the **Fiscal/Administrative Assistant** exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

PREFERRED SKILLS:

The functional position is Contract Specialist in the Contracts and Grants Management Section. A full range of skills in the areas of Grant Monitoring and Contract Administration are preferred for this job assignment. This includes:

- Experience in the development of contract language, terms, and conditions.
- Experience managing multiple time sensitive priorities in a high workload environment.
- Experience collaborating with other internal and external individuals to ensure timely completion of work tasks.
- Verbal communication skills including: clear communication of requirements and issues with internal staff and providers; ability to lead and facilitate meetings and training sessions.
- Writing skills including composition of: clear, concise, and accurate contractual requirements, deliverables, terms, and conditions; formal letters conveying contract requirements or Department imposed sanctions.
- Experience with advanced features of Microsoft Word, Microsoft Excel, and Microsoft Access including advanced experience with Word document formatting and creation/use of defined styles;
- Experience monitoring and tracking contractor performance and compliance with contract terms and conditions such as: provider status in meeting contract deliverable requirements; provider reports accurately and clearly representing timely performance of required contract tasks.

MINIMUM QUALIFICATIONS REQUIRED

Knowledge, Skill and Ability:

Knowledge of bookkeeping, financial record keeping and basic governmental accounting principles and practices; knowledge of basic procedures of budget preparation and control; some knowledge of human resources and payroll procedures, purchasing procedures and contract preparation; basic interpersonal skills; oral and written communication skills; considerable ability in arithmetic computations; ability to audit financial documents; ability to understand and apply statutes and regulations; ability to utilize EDP systems for financial management.

EXPERIENCE AND TRAINING

General Experience:

Four (4) years of experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration, human resources, payroll, or purchasing.

Note:

Complex clerical work is defined as generally routine fiscal/ administrative work, such as financial record keeping or examining, bookkeeping, requisitioning or payroll preparation at or above the level of Financial Clerk. Descriptions of these fiscal/administrative functions are attached

Substitution Allowed:

- 1.) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.
- 2.) One (1) year as a Pre-Professional Trainee in fiscal/administrative work may be substituted for the General Experience.

PLEASE NOTE: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST SUBMIT A COMPLETE State of Connecticut Application Form for Examination and Employment (Form CT-HR-12), INCLUSION OF A RESUME IS OPTIONAL. THE ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:

Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308
FAX: 860-509-7184 (if faxing, only one application is necessary)
EMAIL:dph.recruitment@ct.gov

* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE AFFIRMATIVE ACTION OFFICE AT 860/509-7220.